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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, LO

DATE: 24 September 1953

FROM : Acting Chief, Administrative Staff, LO

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

On 23 September meetings were held by [REDACTED] with each Division Chief and members of the Administrative Staff to to review the status of writing Agency Regulations assigned to the Logistics Office. It was determined that a total of 66 regulations remain to be completed, with due dates established from 1 October 1953 to 1 February 1954. The breakdown by Divisions is as follows:

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C& R Staff	1
Procurement Div.	16
Real Estate & Constr. Div.	12
Supply Division	16
Transportation Div.	<u>21</u>
	66

[REDACTED] emphasized the priority of this assignment and stated that regulations are not to remain in a state of deadlock because of differences of opinion with other components of the Agency, and that he is willing and available at any time to assist in resolving questions of policy.

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b. Supplemental Budget Fiscal Year 1955 (completed item)2. PROJECTS AND STUDIES IN PROGRESSa. Logistical Support Course (continued item)

The plan for this course is now in DD/P Admin. awaiting concurrence. Procurement Division held a preliminary dry-run of their presentation during the week.

b. Human Resources Training Program (continued item)

Additional requests from Chief, Transportation Division for attendance at this course indicate that a seventh presentation in headquarters will be required after the course has been given at [REDACTED] Warehouse.

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c. Turnover of Personnel (continued item)

No significant changes have taken place.

d. Report of Separations (continued item)

No change.

e. Delegations of Authority (continued item)

Work is continuing in the preparation of all recommended delegations of authority by LO components.

f. Management Analysis and Review of the Administrative Staff (continued item)

No change.

3. OTHER ITEMS OF INTEREST

a. Personnel Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

<u>Office of Chief:</u>	<u>In Process</u>	<u>Vacancies</u>
GS-7 and above	5	0
GS-6 and below	<u>4</u>	<u>0</u>
Total	9	0
<u>Coordination &amp; Requirements Staff:</u>		
GS-7 and above	3	3
GS-6 and below	<u>5</u>	<u>2</u>
Total	8	5
<u>Procurement Division:</u>		
GS-7 and above	5	7
GS-6 and below	<u>3</u>	<u>0</u>
Total	8	7
<u>Supply Division:</u>		
GS-7 and above	11	10
GS-6 and below	19	10
Wage Board	<u>16</u>	<u>12</u>
Total	46	32

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<u>Real Estate &amp; Constr. Division:</u>	<u>In Process</u>	<u>Vacancies</u>
GS-7 and above	2	3
GS-6 and below	<u>2</u>	<u>0</u>
Total	4	3
 <u>Transportation Division:</u>		
GS-7 and above	6	1
GS-6 and below	6	3
Wage Board	<u>3</u>	<u>7</u>
Total	15	11
	<u>==</u>	<u>==</u>
 Grand Total	 90	 58

b. Personnel Report (continued item)

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One military man has entered on duty in Logistics Office this week.

c. Basic Intelligence Course (SUP) (continued item)

The Logistics Office presentation in the Administrative Support Course was given on Friday, 18 September by [REDACTED]

*4457  
Week*

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d. Vital Material Program (continued item)

No change in the status of reports from the Divisions.

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The proposed trip by the Records Management Officer to the Repository at [REDACTED] has been postponed until 30 September.

e. Evacuation Plan (continued item)

No change.

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

Assignment of Career Designations

A committee has been established to review personnel files of employees in grades GS-8 through GS-12 who have been nominated by their offices for LO career designations. This committee held its first meeting 22 September 1953 at which approximately 25 files were distributed to the committee members for their review and recommendations.

LO Career Designations were approved for nine employees in grades GS-13 through GS-17 at the LO Career Service Board meeting of 23 September 1953. } ✓

b. Logistics Office Training Program (continued item)

25X1A9a Mr. [REDACTED] LO Training Officer reported on LO training policies and practices at the DD/A Training Liaison Officers' meeting on 18 September.

25X1A9a Mr. [REDACTED] LO Budget Officer, is undergoing an Individual Indoctrination Program this week.

[REDACTED]

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LO/AS/ECB:mel (24 September 1953)

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